Introduction to BRS CBS Reports

The Budget Reporting System (BRS) Budget Development System (CBS) Reports is a reporting tool (Figure 1) that allows agencies to download various types of data available from CBS. In general, BRS CBS Data Download Reports full data detail in a an Excel *list* format compatible for various data functions including pivot tables, sub-totals, and filtering

How to access BRS CBS Reports Screen

Access to the BRS CBS Reports screen is achieved by logging on to the Budget and Allotment Support System (BASS), selecting BRS and then clicking on the **CBS Reports** tab (box 'C' Figure 1). Individuals that do not currently have access to BASS should submit an approved BASS Security Maintenance Form to OFM. A copy of the security form may be obtained from the BASS Help Desk. Once security is established, the individual will be notified of their login ID and password. BASS is a State Intranet application that can be accessed at http://bass.ofm.wa.gov/basspr/. This address will take you to a screen that will allow access to the BASS System and the Statewide Financial Systems Home Page. Clicking on 'BASS System' will move you to the BASS Login screen where you are able to use your Login ID and password to access any of the BASS components you have authorization to use. This screen also contains a 'Help' button that allows entry into the BASS Help Desk which contains all of the help documentation for all of the BASS components. Agencies that are outside the State firewall can access the application by logging onto the Fortress server at https://services-bass.ofm.wa.gov Please refer to 'How to Access & Login to BASS' located in the BASS Help Desk for further details.

Technical Requirements

Technical requirements for using BASS systems can be found in the BASS Library, General Information in the BASS System Requirements document.

How to Select a Budget Period

Click on the Budget Period down arrow button (box 'B' Figure 1), highlight the desired budget period.

How to Select a Data Type (Funding, Operating Impact)

The desired data type can be selected by clicking on the appropriate data type from the available options in the Available Download window (box 'D' Figure 1). The data types available correspond to project edit tabs in CBS.

How to Select the Versions

Highlight the desired Version in the Available Versions window (box 'I' Figure 1) to select for reporting.

How to View, Print, or Save a report.

Once all selections have been made, click on the **Generate Report** button (box 'H' Figure 1). The Report Preview screen is displayed where the report is viewed, printed or saved to your hard disk. To save the report in Excel, click on the **Envelope** icon then select Excel spreadsheet format. Click on the Return button to return to the BRS CBS Reports screen.

A. Return to BASS Main Menu or logoff system.

J. Data Tab indicates data download reports area available.

I. Select version to download

B. Select desired report Budget Period.

C. BRS CBS Tab to select the CBS Reports.

D. Select desired data type – defaults to last report run.

E. Identifies the Agency of the user that is currently logged in.

F. Brief description of the report that is highlighted in the 'Available Reports' box. (Under development)

G. Brief description of the version that is highlighted in the 'Available Versions' box. (Under development)

H. Generates and displays the report. From the display, options are available to print, or export the report to Word or Excel.

Capital Budget Reports

File

Data

VRS Reports

BDS Reports

CBS Reports

Report Biennium
2001-03

Available Download
Funding
Operating Impact
C100

Available Versions
FT - Copy FTE
JI - New One
MN - Mary's Testing
PH - Phone Testing
TS - Testing

Current Agency is 105 – Office of Financial Management

Description of Selected Format | Description of Selected Version | Generate Report